



Indigenous Outreach Graduate Assistant Job Description

Under the direction of the coordinator, this position will provide assistance for the development, administration, and evaluation of activities that facilitate indigenous K-12 student and family understanding of how to prepare for and pay for college. The position may also assist with on-campus visitations of students and families.

Position Title	Graduate Assistant	
Rate	Not to exceed 0.5 FTE. The position qualifies for tuition remission. The student will be paid \$21,750 for the academic year.	
Days and Schedule to be Worked	Fall/Spring Commitment	
	Dates	Expected Duties
	Start: August 14, 2023 End: May 21, 2024	Development of partnerships with K-12, curriculum development to meet indigenous students' and families' needs related to college preparation, and understanding of campus engagement opportunities.
Number of Hours Worked	20 hours per week	
Specific responsibilities include	<ul style="list-style-type: none"> Oversee and develop opportunities to engage indigenous students and families in understanding college preparation and paying for college. Coordinate, plan, and facilitate campus visitations and engagements from K-12 indigenous students Partner with K-12 educators to understand student and family needs related to planning for college. Collaborate with campus partners to ensure participants benefit from all relevant UA resources Track participant data and prepare reports as needed. Perform related duties in support of the Native American Science & Engineering Program and Early Academic Outreach as assigned. 	



THE UNIVERSITY OF ARIZONA

**NATIVE AMERICAN
SCIENCE & ENGINEERING
PROGRAM**



**Early Academic
Outreach**

Academic Requirements	<ul style="list-style-type: none">• Bachelor's Degree from an accredited college or university• Currently enrolled in a graduate degree program at the University of Arizona, preferably in Education, American Indian Studies, Family Studies, or related fields)• Be enrolled in a minimum of 6 graduate-level units during the fall and spring semesters of employment• Cannot be a non-degree seeking or online student
Desired Qualifications	<ul style="list-style-type: none">• Current graduate study in a relevant field (Education, American Indian Studies, Family Studies, or related fields)• Experience with Native American student populations• Experience administrating summer or school-year academic support programs• Excellent communication skills (verbal, written, and listening)• Able to assist with program assessment and evaluation• Demonstrated ability to work in a team-based environment• Experience teaching, tutoring, or working with K-12 students• UA High Occupancy Vehicle (HOV) training https://risk.arizona.edu/training/high-occupancy-vehicles• Must obtain Fingerprint Clearance
How to apply	Send your resume with references and letter of interest to Carol Seanez at cseanez@arizona.edu

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Office of Early Academic Outreach, University Services Building RM 501, 888 N Euclid Ave. Tucson, AZ 85721-0158